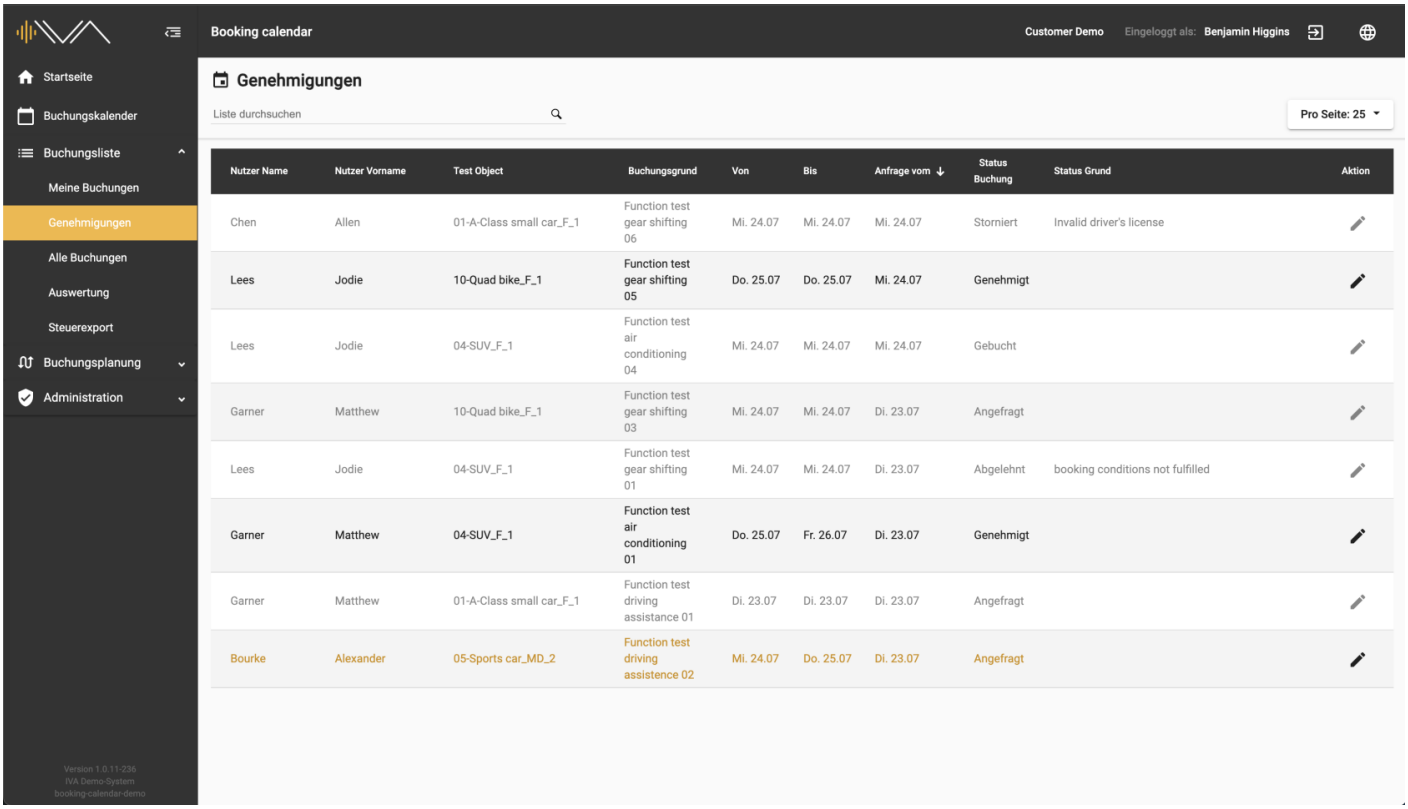
3.2. Approvals

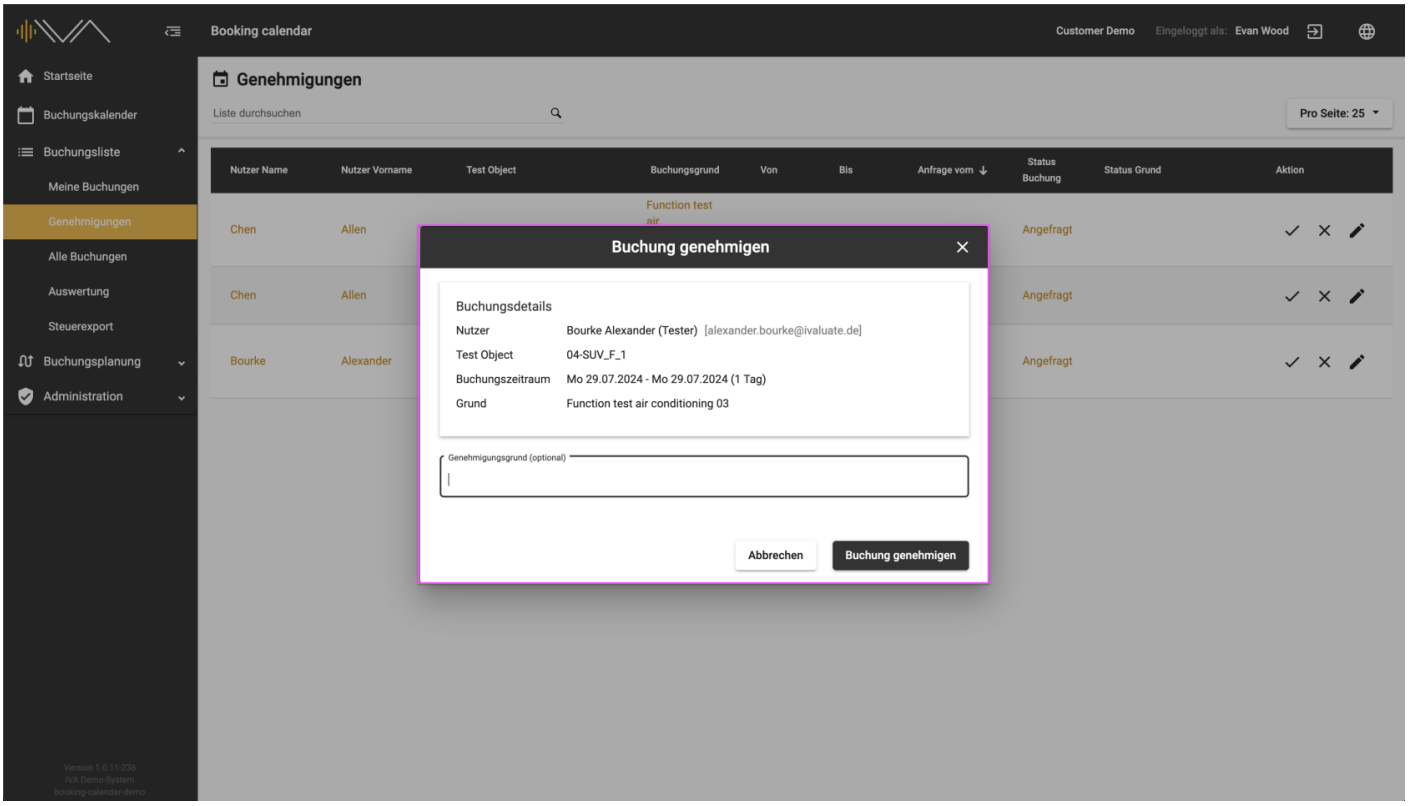
If you have been assigned the Approver role, you will find all booking requests an their statuses under this menu item:

The bookings can have following statuses:

- Approved
- Requested
- Booked
- Canceled
- Rejected



To approve a booking, please click on the “pencil” icon. A separate pop-up will open: “Approve booking”. Here you can approve the booking and optionally enter the reason for approval.



The booking is approved by clicking on the “Approve booking” button.

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